

Position Announcement

Executive Director

National Tax Association

The National Tax Association (NTA) seeks to fill the position of Executive Director.

The NTA is a professional, nonpartisan educational organization of tax professionals. It is the oldest and broadest of professional associations in the field of taxation and public finance. Members consist of analysts and practitioners in the field of taxation and public finance including members in academia, business, government and the non-profit sector. The Executive Director is responsible for carrying out the policies and procedures established in NTA Bylaws and by the actions of the Board of Directors. Duties include strategic planning, oversight of the NTA office located in Washington, DC, the organization of the Annual Conference and Spring Symposium, organization of special conferences, preparing and monitoring the budget, general financial oversight, and communication with the officers, board, and general membership. The Executive Director also oversees the general operations of the National Tax Journal in cooperation with the editors.

Advanced degree in economics, law, accounting, public policy or related field and 10 years of professional experience required. Additional requirements include an established record of tax policy research or experience in tax administration, experience with budget management and excellent communication skills. Desired qualifications include experience with fundraising and development, personnel management, conference planning, website design, and active participation in a membership organization as a board member or officer.

The Executive Director position is part-time. An effort designation between 30-50 percent will be assigned based on candidate qualifications and interest. A detailed statement of the position description and the NTA Bylaws are available upon request.

This position will remain open until filled. Please forward a letter of interest and resume or curriculum vitae to natltax@aol.com.

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